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# Employee Property Pass



managed by Brookhaven Science Associates  
for the U.S. Department of Energy

By signing this pass, the employee has read and agreed to the terms and conditions on the reverse side. Pass no: \_\_\_\_\_  
For this pass to be valid, an export-control evaluation form must be signed and attached.

employee name: \_\_\_\_\_ duration of pass: \_\_\_\_\_

home address: \_\_\_\_\_ ☐ 30 days or less

☐ one year or less

dept/div: \_\_\_\_\_ ext. \_\_\_\_\_

home phone: \_\_\_\_\_ life no: \_\_\_\_\_ expiration date: \_\_\_\_\_

item(s) information *If additional space is needed, then attach a separate sheet.*

bar code	description	condition			value
		good	fair	poor	

Justification for off-site use *Refer to criteria in S.O.P. 340.8 page 2, para B.1.*

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### Pass approval

date \_\_\_\_\_

dept. chair/div. manager \_\_\_\_\_

approved by \_\_\_\_\_

Group 1 or 11

property rep \_\_\_\_\_

**employee acceptance**

date \_\_\_\_\_

accepted by \_\_\_\_\_

signature: \_\_\_\_\_

**return verification**

return date \_\_\_\_\_

property rep \_\_\_\_\_

## **Terms and Conditions Employee Property Pass**

The Laboratory property described on the reverse side belongs to the federal government of the United States of America and shall be used only for official purposes. The Laboratory reserves the right to cancel this property-loan agreement and require that the property described on the reverse side be returned within 48 hours of notifying the employee to whom it is loaned of such cancellation. When Laboratory property is loaned to an employee, that employee agrees to the following:

1. To return the property on or before the expiration date stated on the reverse side of this loan agreement, unless the loan is officially extended through another agreement.
2. To return the property in the same or similar condition, normal wear and tear permitted, as the property was in when the employee received it from the Laboratory.
3. To be fully responsible for the use, care and protection of the property from the time that the employee takes possession of the loaned property until the time that the property's return to the Lab is verified by a property representative.
4. To use the property during the loan period solely for the purpose described in the justification section on the reverse side of this agreement.
5. To make no changes or modifications to the property without prior written approval of the Laboratory. If any unauthorized changes or modifications are made to the property, then the Laboratory may require that the property be restored to the condition that it was in upon the commencement of this loan, or that the employee pay a sum of money reasonably representing any loss in value to the property that resulted from such changes or modifications.
6. To notify the Property Management Section of BNL's Procurement & Property Management Division if the property is lost, stolen or damaged while on loan, and to provide a written statement fully describing the events and circumstances of the property's loss, theft or damage.
7. To cooperate fully with any investigation into the loss, theft or damage of this property while on loan, including investigations into property damage resulting from traffic accidents.